



VILLANOVA
UNIVERSITY

**Professional Education
Certificate Programs Online**

2008 - 2009



VILLANOVA
UNIVERSITY

MASTER CERTIFICATE PROGRAMS

- Project Management
- Six Sigma and Lean
- Contract Management
- Information Systems (IS) Security
- Business Analysis
- Software Testing
- Human Resources
- ROI Methodology
- Leadership

Hurry! Monthly Classes Fill Quickly.

→ 800-571-4938

→ Intl. +1 813-612-4296

→ VillanovaU.com

A Leader in Higher Learning

A COMPETITIVE ADVANTAGE FOR PROFESSIONALS

Rich in history and tradition, Villanova University is an independent coeducational institution of higher learning founded by the Augustinian Order of the Roman Catholic Church. The university is a community of persons of diverse professional, academic and personal interests who, in a spirit of collegiality, cooperate to achieve their common goals and objectives in the transmission, pursuit and discovery of knowledge. Villanova is committed to high goals and standards of academic integrity and excellence, as well as personal and corporate achievement that characterize all worthy institutions of higher learning.

Villanova's Department of Continuing Studies is committed to preparing the workforce of today and tomorrow through a wide array of non-credit certificate programs. The department has built professional programs upon the firm foundation of the university's tradition of excellence and uses the standards of professional associations as the blueprint. These programs are designed to help employees turn newly acquired knowledge into competitive advantages for their companies. Students learn the best practices from professionals who are subject matter experts and who work in the field.

INTERACTIVE ONLINE TECHNOLOGY MAKES THE DIFFERENCE

Villanova University, in conjunction with the University Alliance, offers students the opportunity to earn a professional certificate anytime, anywhere – in their homes, at work or even while they travel. No classroom attendance is ever required.

Through advanced Internet technology, students are immersed in a stimulating online learning environment that facilitates communication and collaboration among participants and faculty.

Virtual Classroom

Two-way voice over IP, instant messaging and shared virtual white boards allow you to interact in a real-time format with fellow classmates and faculty. Discuss weekly assignments or ask questions. It's just like being in a real classroom, but this one is live on the Internet.

Online Streaming Video Lectures

The classroom comes to you. Watch and learn from instructors and corporate professionals as they deliver lectures and course material online – when and where it's convenient for you! Choose between streaming video and CD-ROM.

Online Faculty Support

Virtual office hours, email and Internet message boards deliver extended interaction with program faculty and classmates, ensuring an engaging and rewarding educational experience. In fact, many students find they are learning, participating and enjoying themselves more in this online program than they ever did in a traditional classroom.



EARN YOUR MASTER CERTIFICATE. GET CERTIFIED.

9 DEVELOPMENT DISCIPLINES

32 SINGLE-COURSE CERTIFICATE PROGRAMS

15 MULTI-COURSE MASTER CERTIFICATE PROGRAMS

PROJECT MANAGEMENT	Essentials of Project Management Mastering Project Management Advanced Strategic Project Management Practices PMP® Exam Prep PM Capstone PM for IS/IT Professionals Maximizing Team Effectiveness Maximizing IS/IT Team Effectiveness	Applied Project Management IS/IT Project Management
SIX SIGMA AND LEAN	Six Sigma Green Belt Six Sigma Green Belt – Healthcare Six Sigma Green Belt – Financial Services Six Sigma Green Belt – Information Technology Lean Six Sigma Lean Six Sigma Black Belt NOTE: Certifications available for each program above	Six Sigma Six Sigma – Healthcare Six Sigma – Financial Services Six Sigma – Information Technology
CONTRACT MANAGEMENT	Essentials of Commercial Contract Management Essentials of Government Contract Management Mastering Business Skills Advanced Contract Management	Commercial Contract Management Government Contract Management
IS SECURITY	Essentials of IS Security Mastering IS Security+™ CISSP® Advanced Security Management	IS Security CISSP® Security Management
BUSINESS ANALYSIS	Essentials of Business Analysis Mastering Business Analysis	Business Analysis
SOFTWARE TESTING	Essentials of Software Testing ISTQB® Software Testing Capstone	Software Testing
HUMAN RESOURCES	Human Resource Management Mastering Organizational Effectiveness	Human Resource Management
ROI METHODOLOGY	Essentials of ROI Methodology Mastering ROI Methodology Advanced ROI Methodology	ROI Methodology
LEADERSHIP	Strategic Organizational Leadership Finance and Accounting for the Non-Financial Manager	Organizational Leadership

FIGURE 1: PROGRAMS AT A GLANCE (For master certificate requirements, see Figure 2 – Master Certificate Course Matrix.)

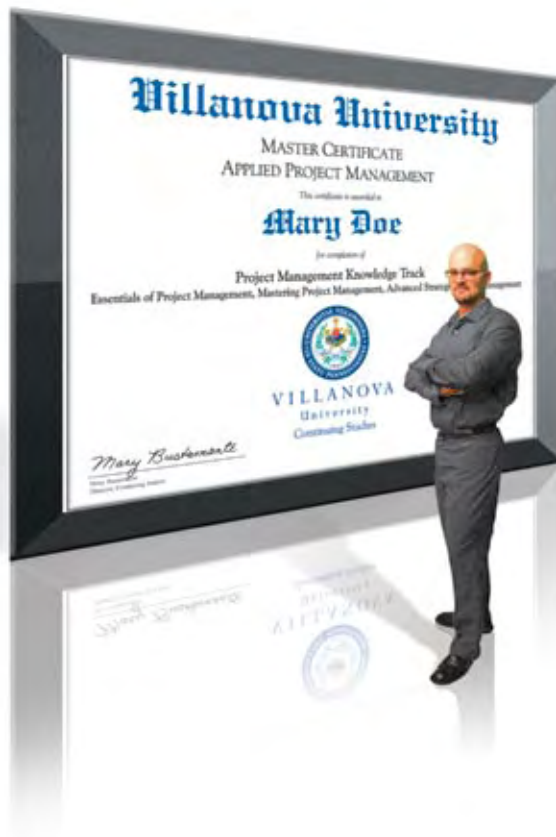
VILLANOVA UNIVERSITY

Villanova University, a coeducational Roman Catholic institution founded in 1842 by the priests and brothers of the Order of St. Augustine, welcomes students of all faiths. The university consists of five colleges: The College of Liberal Arts and Sciences, The School of Business, The College of Engineering, The College of Nursing and The School of Law. It is the oldest and largest Catholic university in the commonwealth of Pennsylvania. For more than a decade it has been ranked by *U.S. News & World Report* as the #1 University in the North (Master's Division). *BusinessWeek* has ranked the undergraduate business school #12 in the nation.

Villanova University offers online certificate programs in various disciplines: Project Management, Six Sigma and Lean, Contract Management, IS Security, Business Analysis, Software Testing, Human Resources, ROI Methodology, Leadership, and Finance and Accounting for the Non-Financial Manager.

Hurry! Monthly Classes Fill Quickly.

- ➔ 800-571-4938
- ➔ Intl. +1 813-612-4296
- ➔ VillanovaU.com



➞ The Villanova University Master Certificate

In today's hyper-competitive job market, you have to pursue continuing education and professional certification to put yourself on the fast track toward success. Villanova University Professional Education Online offers a variety of dynamic, online master certificate programs designed to do just that. Through a unique online program, you can arm yourself with new skills and advanced industry knowledge, while you gain solid preparation for your industry-recognized certification.



Choose From Nine Disciplines

You can earn a Villanova University master certificate in one of nine high-demand professional disciplines. Each master certificate consists of three courses crafted by industry experts who are proven leaders in their field. Created to be taken consecutively, each course builds your knowledge base through a unique and comprehensive combination of multimedia resources, including streaming video lectures, CD-ROMs and Internet message boards.

Choose from the following comprehensive, multi-course master certificate programs: Applied Project Management, IS/IT Project Management, Six Sigma and Lean, Commercial Contract Management, Government Contract Management, IS Security, CISSP® Security Management, Business Analysis, Software Testing, Human Resource Management, ROI Methodology and Organizational Leadership.

Gain Key Leadership Skills — 100% Online

A master certificate from Villanova University is an achievement that will demonstrate your commitment to your profession and prove to corporate managers that you've become an expert in your field. You'll have the tools and techniques to be recognized as a true leader within your organization.

Receive Cutting-Edge Training for Your Certification

Today's most in-demand certifications require thorough, current preparation. On average, certified professionals earn more money, receive more promotions and garner more career opportunities. So whether you choose to learn how to improve processes with a Master Certificate in Six Sigma or combat potential cyber-threats with a Master Certificate in IS Security, you'll gain competitive advantages that stand up to the test.

Lead With Tools for Today's Business

A master certificate from Villanova University gives you more than a competitive advantage. It offers a unique combination of benefits that equip you to stay ahead:

- Invaluable preparation for industry-recognized certification
- Immediate application of new techniques
- Greater industry knowledge
- Career advancement potential
- Achievement of both personal and career goals
- The prestige of one of the nation's top universities on your resume

"The combination of the streaming video and workbook was just what I needed to maintain focus. Being able to work on the assignments anytime, night or day, allowed me maximum flexibility with my schedule. This was my first online course, and it was such a satisfying experience, I will be doing more."

William J. Conrad, Procurement and Contracting, Boeing

TAKE THREE COURSES TO EARN YOUR MASTER CERTIFICATE

You can earn your master certificate with just three courses from your discipline track. And you can do it 100% online – without interrupting your busy schedule. It truly is the surest, fastest way to stay current on industry trends and technology, while you gain professional expertise and fine tune your skill sets.

TUITION ASSISTANCE

Many companies provide tuition assistance to help employees expand their skills and advance their education. Financial assistance programs may also be available. Please contact your HR department for more information.

Hurry! Monthly Classes Fill Quickly.

- ➔ 800-571-4938
- ➔ Intl. +1 813-612-4296
- ➔ VillanovaU.com



PROFESSIONAL CERTIFICATE DISCIPLINES

Project Management

One of the world's most in-demand skill sets and one of the fastest growing professional disciplines in North America, Project Management breaks down the chaos of an overwhelming workload into manageable elements. Professionals gain the tools and techniques to lead improvement initiatives that result in measurable growth in return on investment, economic value added, sales growth, customer satisfaction and retention, market share, time to market, employee satisfaction, and employee motivation. Courses include *Essentials of Project Management*, *Mastering Project Management*, *Advanced Strategic Project Management Practices*, *PMP® Exam Prep*, *PM Capstone*, *Project Management for IS/IT Professionals*, *Maximizing IS/IT Team Effectiveness*, and *Maximizing Team Effectiveness*. All courses help professionals obtain skills to achieve the Project Management Professional (PMP®) certification from the Project Management Institute (PMI®).

Become an expert – take three courses and earn a master certificate! Managers and professionals who earn a Master Certificate in either Applied Project Management or IS/IT Project Management gain critical knowledge to lead effective projects.



PMI®, PMBOK®, PMP® and PMI R.E.P.® are registered marks of the Project Management Institute®, Inc.



Defense
Acquisition
University

Contract Management

Villanova's online Contract Management programs provide professionals with the skills to understand the procurement process, the legal basis for entering into contracts, the benefits and pitfalls of doing business with the government, and how to perform the administrative tasks necessary to report on taxpayers' money. Courses include *Essentials of Commercial Contract Management*, *Essentials of Government Contract Management*, *Mastering Business Skills*, and *Advanced Contract Management*.

Villanova's online Contract Management program offers two tracks toward achieving a Master Certificate in either *Commercial Contract Management* or *Government Contract Management*. Earning a master certificate provides professionals with increased knowledge and skills to help earn certification from the National Contract Management Association (NCMA).



Contract Management courses endorsed by
the National Contract Management Association

Six Sigma and Lean

Six Sigma and Lean are fast becoming required knowledge for professionals involved in helping their companies streamline productivity and improve performance. A focused and measurable management discipline, Six Sigma is structured to reduce product and service failure rates to near perfection. Professionals discover how Six Sigma and Lean strategies and tactics fit into a larger management system and how to apply these techniques to solve and prevent critical business process problems.

Villanova's comprehensive online Six Sigma programs include *Six Sigma Green Belt*, *Six Sigma Green Belt – Healthcare*, *Six Sigma Green Belt – Financial Services*, *Six Sigma Green Belt – Information Technology*, *Lean Six Sigma* and *Lean Six Sigma Black Belt*. Professionals who complete three online Six Sigma courses earn a Master Certificate in Six Sigma, *Six Sigma – Healthcare*, *Six Sigma – Financial Services*, or *Six Sigma – Information Technology*. Earning a master certificate is an ideal way to obtain vital information to achieve industry-recognized certification from Villanova University.

Information Systems (IS) Security

In this modern-day world of computer crime, companies strive to protect their assets, data and infrastructure. Corporations have great demand for trained professionals in Information Systems (IS) Security to execute effective security measures, due to the constant challenge of performing risk assessments and analysis within an organization. The IS Security online professional certificate program is designed to help IT professionals, or those who want to transition into the security part of the IT field, become highly productive IS security managers and leaders within an organization.

Villanova's online Information Systems (IS) Security program offers two tracks that lead to a Master Certificate in IS Security or in CISSP® Security Management. The required courses and electives are detailed on page 10. Each online certificate program prepares students for the management demands of today's IT security leader while providing valuable skills and certification potential they can apply immediately to their positions. Earning a Master certificate provides professionals with increased knowledge and skills to help earn a CISSP® (Certified Information Systems Security Professional) or SSCP® (Systems Security Certified Practitioner) certification from the International Information Systems Security Certification Consortium (ISC)®, or a Security+™ certification from CompTIA® (Computing Technology Industry Association).



Business Analysis

Mounting pressure to improve business performance has driven professionals to understand all aspects of their company's operations. Now more than ever, it is essential to have an effective information system in place in order to ensure timely delivery of cost-effective products. Villanova's online Business Analysis certificate program helps professionals determine business requirements that drive IT related projects. Business Analysis is for anyone involved in analyzing and designing information, and helps organizations identify, analyze and design processes to improve overall corporate information flow.

Take three courses to earn your master certificate, as detailed on page 10. Earning a master certificate demonstrates a solid understanding of core business analysis skills and illustrates career dedication. A master certificate also prepares you for the CBAP™ certification exam offered by IIBA™.



Software Testing

Software bugs are so prevalent and detrimental that they cost the U.S. economy an estimated \$59.5 billion annually. Villanova's Software Testing program helps IT professionals, or those who want to transition into the software testing part of the IT field, become highly productive and effective testing professionals, managers and leaders.

Each course prepares you for today's rigorous testing demands while providing tools and techniques to help you earn industry-recognized certification from the International Software Testing Qualifications Board (ISTQB®). Professor-led online streaming video and audio, chat rooms, interactive class discussion and access to campus resources make this multimedia online program the most convenient and comprehensive available anywhere. Take two required courses and one elective to earn your master certificate, as detailed on page 10.



Human Resources

Managing employees is critical to an organization's success. Professionals interested in Human Resources will have the opportunity to gain skills and insight with Villanova's online Human Resources certificate program. HR managers and those new to the field need to understand critical areas such as strategic management, workforce planning, human resource development, organizational management, maximizing human resource assets,

compensation and benefits, and employee and labor relations to succeed in this field. Take two required courses and one elective to earn your master certificate, as detailed on page 10. These programs assist in achieving certification from the Society of Human Resource Management (SHRM)®.



ROI Methodology

Without proper measurement and evaluation, your company could be wasting thousands of dollars. That's why the ROI Institute™ and Villanova have developed the only comprehensive online master certificate program based on the Phillips ROI Methodology™, a step-by-step system for program evaluation that includes planning, data collection, data analysis and reporting. Earning your ROI master certificate and industry certification leads to greater career mobility, higher salary potential and renewed personal satisfaction. It also shows that you care enough about your professional skills to keep them current. It's your career guarantee – tangible proof that you've mastered your profession.



Leadership

Managers and professionals will strengthen leadership and corporate development skills with Villanova's online Leadership certificate programs. These comprehensive courses offer professionals valuable techniques to help guide their company to success by staying one step ahead of the competition. With *Strategic Organizational Leadership* and *Finance and Accounting for the Non-Financial Manager*, participants obtain critical skills to help achieve personal and professional success.

Experienced managers who desire to build upon their foundation of knowledge and become a recognized leader in their organization can earn a Master Certificate in Organizational Leadership. Complete two required courses and one elective to earn your master certificate, as detailed on page 10.

CERTIFICATE PROGRAM TUITION

Project Management

Essentials of Project Management	\$1,980
Project Management for IS/IT Professionals	\$1,980
Mastering Project Management	\$2,280
Advanced Strategic Project Management Practices	\$1,980
Project Management Professional (PMP®) Exam Prep	\$995*
PM Capstone	\$995*
Maximizing IS/IT Team Effectiveness	\$1,980
Maximizing Team Effectiveness	\$1,980
Master Certificate in IS/IT Project Management**	Call for Details
Master Certificate in Applied Project Management**	Call for Details
Special Package: Any three courses + PMP® Exam Prep	\$5,995

Six Sigma

Six Sigma Green Belt	\$1,980
Six Sigma Green Belt – Healthcare	\$1,980
Six Sigma Green Belt – Financial Services	\$1,980
Six Sigma Green Belt – Information Technology	\$1,980
Lean Six Sigma	\$1,980
Lean Six Sigma Black Belt	\$3,980
Master Certificate in Six Sigma**	\$6,995
Master Certificate in Six Sigma – Healthcare**	\$6,995
Master Certificate in Six Sigma – Financial Services**	\$6,995
Master Certificate in Six Sigma – Information Technology**	\$6,995

Six Sigma Green Belt Certification Exam***	\$220
Lean Six Sigma Certification Exam***	\$220
Lean Six Sigma Black Belt Certification Exam***	\$370

Contract Management

Essentials of Commercial Contract Management	\$1,980
Essentials of Government Contract Management	\$1,980
Mastering Business Skills	\$2,280
Advanced Contract Management	\$2,280
Master Certificate in Commercial Contract Management**	\$5,995
Master Certificate in Government Contract Management**	\$5,995
Special Package: Four Contract Management courses	\$6,995

Information Systems Security

Essentials of IS Security	\$1,980
Mastering IS Security+™	\$2,280
CISSP® Advanced Security Management	\$2,980
Master Certificate in IS Security**	\$5,495
Master Certificate in CISSP® Security Management**	\$6,495

Business Analysis

Essentials of Business Analysis	\$1,980
Mastering Business Analysis	\$2,280
Master Certificate in Business Analysis**	\$5,295

* If applicant has enrolled in or completed one or more Villanova University online courses, PMP® Exam Prep or Project Management Capstone tuition is \$995; otherwise these courses are \$1,295 each.

** See Master Certificates Course Matrix (Figure 2) for details.

*** Must complete corresponding course before taking certification exam.

Prices subject to change without notice or obligation. Shipping charges for course materials are not included.



Software Testing

Essentials of Software Testing	\$1,980
ISTQB® Software Testing Capstone	\$1,480
Master Certificate Software Testing**	\$4,995

Human Resources

Human Resource Management	\$2,480
Mastering Organizational Effectiveness	\$1,980
Master Certificate in Human Resources**	\$4,995

ROI Methodology

Essentials of ROI Methodology	\$1,980
Mastering ROI Methodology	\$2,280
Advanced ROI Methodology	\$2,280
Master Certificate in ROI Methodology**	\$5,995

Leadership

Strategic Organizational Leadership	\$1,980
Finance and Accounting for the Non-Financial Manager	\$1,980
Master Certificate in Organizational Leadership**	\$4,995

** See Master Certificates Course Matrix (Figure 2) for details.

Save Up to \$1,540 When You Earn Your Master Certificate!

Master certificate price varies by program selection. Phone for details.

UNIVERSITYALLIANCE®

The Nation's Leading Universities Online

With more than 300,000 enrollments since its inception, the University Alliance Online is the nation's largest exclusive e-learning provider of degree and certificate programs from accredited universities. The University Alliance includes Villanova University, the University of Notre Dame's Mendoza College of Business, Tulane University's Freeman School of Business, Thunderbird School of Global Management, the University of San Francisco, the University of South Florida, Florida Institute of Technology, The University of Scranton, Dominican University and Jacksonville University.

The University Alliance works with leading universities to transform their classroom curricula into dynamic online programs that offer you optimal learning experiences.

One simple call connects you to the broad range of benefits offered by the University Alliance. You will be assigned a program representative who serves as your contact for non-academic issues – answering questions about financial aid, helping you enroll in the next class and more. Technical support personnel and other professionals are also easily accessible every step of the way.

Hurry! Monthly Classes Fill Quickly.

- ➔ 800-571-4938
- ➔ Intl. +1 813-612-4296
- ➔ VillanovaU.com

➔ Take 3 Courses and Earn a Master Certificate!

Professionals may choose from 15 comprehensive, multi-course master certificate programs.

Master Certificates Course Matrix Take 3 Courses to Earn a Master Certificate R = Required Course E = Elective	Essentials of Project Management	Mastering Project Management	Advanced Project Management	PMP® Exam Prep	PM for IS/IT Professionals	Maximizing IS/IT Team Effectiveness	Maximizing Team Effectiveness	Project Management Capstone	Six Sigma Green Belt	Six Sigma Green Belt – Healthcare	Six Sigma Green Belt – Financial Services	Six Sigma Green Belt – Information Technology	Lean Six Sigma Black Belt
Applied Project Management	R	E	E	E	E	E	E	E					
IS/IT Project Management	E	E	E	E	R	E	E	E					
Six Sigma	E				E				R*				R
Six Sigma – Healthcare										R			R
Six Sigma – Financial Services											R		R
Six Sigma – Information Technology												R	R
Government Contract Management													
Commercial Contract Management													
IS Security					E	E						E	
CISSP® Security Management													
Business Analysis					E	E						E	
Software Testing					E	E						E	
Human Resource Management	E				E				E	E	E		
ROI Methodology													
Organizational Leadership	E				E				E	E	E		

FIGURE 2: MASTER CERTIFICATES COURSE MATRIX



Single Course Certificates

Lean Six Sigma	Essentials of Commercial Contract Mgt	Essentials of Government Contract Mgt	Mastering Business Skills	Advanced Contract Management	Essentials of IS Security	Mastering IS Security +™	CISSP® Advanced Security Management	Essentials of Business Analysis	Mastering Business Analysis	Essentials of Software Testing	ISTQB® Software Testing Capstone	Human Resource Management	Mastering Organizational Effectiveness	Strategic Organizational Leadership	Finance & Acctg for the Non-Financial Mgr	Essentials of ROI Methodology	Mastering ROI Methodology	Advanced ROI Methodology
															E			
					E			E		E					E			
R*																		
R*																		
R*																		
R*																		
		R	R	R														
	R		R	R														
					R	R		E		E								
					R	R	R											
					E			R	R	E								
					E			E		R	R							
E	E	E			E			E				R	R	E	E	E		
												E		E		R	R	R
E	E	E			E			E				E		R	R	E		

* Call for details.

MADE AVAILABLE BY

UNIVERSITYALLIANCE®

The Nation's Leading Universities Online